

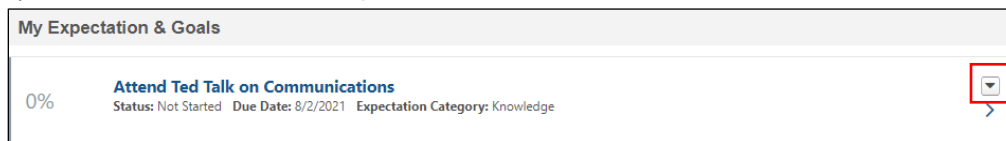
Employee: Update Existing Goals

MassPerform encourages adding and updating goals as business priorities change throughout the year. The following steps will guide you through the process to update an existing goal.

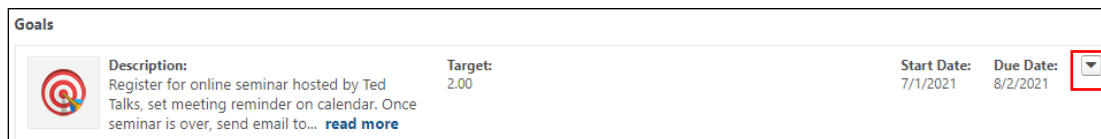
STEP 1. Sign into your **MyPath** account at **www.mass.csod.com**

STEP 2. From the MyPath home screen, click the **MassPerform Expectations and Goals** box on the left.

STEP 3. On the **My Expectation & Goals** screen, click the drop-down arrow (for screen readers, “goal options”) next to the associated expectation and select **Edit**.



STEP 4. The **Edit Expectations & Goals** screen will open for that expectation. Scroll down to your goal, click the drop-down arrow (for screen readers, “more options”) on the right and select **Edit**.



STEP 5. On the **Edit Goals** pop-up window, make your edits to the Description, Start or Due Dates, or Target, and then click the **Done** button.

NOTE: The *Type* and *Start Value* are not editable fields.

STEP 6. On the **Edit Expectations & Goals** screen, click the **Submit** button.